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REPORT ON [] TRIP

TO

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I. PLACE VISITED: []

II. CONTACTS: [] Chief of Station,
[]

III. DATE OF VISIT: 29 November through 3 December 1953

IV. PURPOSE OF VISIT:

- a. Assist in the establishment of real estate accountability records prescribed by []
- b. Review existing and proposed real estate regulations.
- c. Survey real estate problems, methods, procedure, organization and render assistance wherever possible.

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V. ACCOMPLISHMENTS AND OBSERVATIONS

a. Real Estate Accountability Records:

1. The real estate reports required under [] could not be completed during the undersigned's visit due to the lack of central records and detailed information. However, efforts are being made to establish complete real estate records which should be accomplished without difficulty due to the small quantity of properties presently occupied. Suggestions were offered for the maintenance of such records relative to prescribing internal procedures and forms for use in the acquisition of quarters and safehouses and execution of acknowledgements or agreements by employees.

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2. Preparation of the required real estate reports was discussed in detail with the individual responsible for real estate. For practical purposes, it was deemed necessary to deviate from the procedure established under [] for reporting the subject real estate to Headquarters as set forth below:

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(a) Copies of leases will not be forwarded to Headquarters with respective reports.

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(b) After submission of initial reports to Headquarters, subsequent improvements and changes to the reported properties will be submitted monthly by memorandum citing each property concerned. The required real estate report form will be prepared on each new acquisition at the end of each month.

3. Summarization of the real estate presently occupied by the Station is as follows:

<u>Type</u>	<u>Leased</u>	<u>Assigned</u>	<u>Annual Cost</u>
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No properties have been purchased. Approximate cost of improvements made to the leased and assigned properties at the Station is approximately

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b. Real Estate Regulations

1. Existing and proposed real estate regulations concerning policies, responsibilities, authority, assignment, lease, purchase, quarters overseas, and disposal were thoroughly discussed with the view toward the local application thereof. In general, the regulations are acceptable and will be most beneficial in the acquisition, management and disposal of real estate. However, practical application requires certain changes in the regulations:

(a) Deviations from the real estate reporting procedure as stated in Paragraph a above.

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(b) Eliminate the procedure of requiring each assignment of property from [] to be in writing.

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(c) Allow discretion to the Chief of Station in disposing of assigned properties without prior approval from Headquarters.

c. Problems, Methods, Procedures, and Organization

1. The work load in the acquisition, management, and disposal of real estate in [] does not necessitate special staffs. All real estate matters are handled by designated employees on the administrative staffs in conjunction with other duties. Notwithstanding the absence of need for specialized realty staffs, it is apparent that more attention will be required for real estate matters in the future than given in the past due to the increase in real estate requirements, security problems, and the maintenance of central records. It is believed that the present personnel with the guidance contained in existing and proposed regulations will be able to adequately cope with the situation.

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2. There are no real estate problems of any significance confronting the []. The security factors in the leasing of additional safehouses is the most difficult problem, however, []

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[] it is apparent that the situation is not insurmountable. Further, in view of the number of additional safehouses [] it was recommended that a project be prepared thereon and forwarded to Headquarters for review and approval.

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3. Housing is being provided to personnel [] under [] with exception of the personnel, []

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[] Housing is available and concurrent travel of dependents permitted. It has not been necessary to exceed the quarters allowances in leasing the subject quarters which can be largely attributed to the fact that control is maintained on quarters required by [] personnel through a housing board composed of members from []. Such board appraises the quarters offered to [] personnel and establishes rentals; individuals exceeding the established rentals are not granted any quarters allowances.

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4. The furnishing of the quarters leased under [] presents a difficulty inasmuch as the furniture, equipment, and furnishings for sale on the local market are of inferior quality, unsuitable, and very expensive. Accordingly, [] presented the proposal of purchasing furniture, [] at considerable saving to the Organization when compared to cost of procuring and shipping from the [] It is recommended that such proposal be approved when presented to Headquarters.

5. The utilization of Organization procured furniture equipment, etc., by [] personnel could involve certain security factors inasmuch as other [] personnel ship their furniture to the area. However, it is apparent that by close control over transferring furniture [] and periodic sales [] with new procurements, the security factors can be surmounted.

VI. CONCLUSION

1. With the authority and guidance contained in the existing and proposed real estate regulations, the [] will be able to handle its real estate problems without difficulty. Appropriate measures are being taken to cope with certain security factors.

2. In general, good administration is being exercised in the real estate program [] notwithstanding the lack of complete realty records. With sufficient time, complete real estate records will be established. The [] is economy minded in fulfilling real estate requirements.

3. The Undersigned's visit has promoted a better understanding of real estate problems between Headquarters and the []

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